

Governors Salmon Recovery Office – Executive Coordinator

September 16, 2009

Recruitment # 0909 GSRO WMS

Salary: \$75,000 - \$85,000 per year DOQ

Location: Olympia, WA

Closing Date: Open until sufficient candidate pool is received.
To ensure consideration, submit your application materials by
October 8, 2009.

We are looking for an Executive Coordinator to lead a team that develops and implements strategies for Washington's Salmon and Steelhead recovery.

The RCO is a great place to work where employees are passionate about protecting our environment and creating recreational opportunities for the citizens of Washington.

The [Recreation and Conservation Office](#) (RCO) is a small state agency that supports six boards in work that creates and maintains opportunities for recreation, protects the best of the state's wild lands, and contributes to the state's efforts to recover salmon from the brink of extinction.

The [Governor's Salmon Recovery Office](#) (GSRO) was established by the Legislature in 1998 through the Salmon Recovery Planning Act (Engrossed Substitute House Bill 2496). The legislature recently consolidated this office into the Recreation and Conservation Office. The GSRO's role is to coordinate and maintain a statewide salmon strategy; assist in the development and implementation of regional recovery plans; secure current and future funding for local, regional, and state recovery efforts; and contribute to consolidated reporting of salmon recovery.

PRIMARY DUTIES –The position manages three (3) professional staff members and is responsible for the development and implementation of Washington State's regionally-based salmon recovery plans. More specifically:

- Act as leader and advocate for salmon recovery in Washington State.
- Coordinate and maintain the statewide salmon recovery strategy.
- Assist with regional and related strategies (e.g. Puget Sound Steelhead Recovery Plan, Salmon Stronghold Initiatives).
- Represent regional salmon interests with state and federal agencies.

Agency Qualities

- Teamwork
- Communication
- Customer Service
- Integrity and
- Self-Management

Leave benefits:

Employees earn 12 -22 days of vacation per year; 12 days of paid sick leave per year, and 11 paid holidays.

Insurance:

Employees and families are covered by medical, dental, vision, basic life insurance, and basic long-term disability insurance plans. Additional life insurance and long term disability insurance are available at special group rates. Additional information is available on the [Health Care Authority Web site](#).

Retirement:

We offer an excellent retirement plan, which includes a generous employer contribution rate. In addition, employees may participate in a deferred compensation program for a tax deferred retirement investment. See the [Department of Retirement Systems web site](#).

Visit these links to learn more about the [Recreation and Conservation Office](#), [Living in Washington](#), and the [Olympia area](#).

Recreation and Conservation Office

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- Work collectively and individually with each of the seven salmon recovery regional organizations.
 - Assist regions with salmon recovery issues.
 - Assist regions with budget development
 - Communicate and maintain relationships with regions and lead entities.
- Work collectively and individually with each of the 27 lead entities responsible for implementing three-year recovery strategies and recruiting restoration projects.
- Provide staff support to the Council of Regions (COR) and the Lead Entity Advisory Group (LEAG).
- Participate in the development of relationships with partners involved in salmon recovery, including the Puget Sound Partnership.
- Work with federal agencies to accomplish implementation of federal commitments in salmon recovery plans and secure permit streamlining.
- Communicate and maintain relationships with state, local, and federal agencies, including tribal governments and neighboring states
- Implement, monitor, and report salmon recovery efforts.
- Participate in various information and monitoring groups, such as the Washington Forum on Monitoring Salmon Recovery and Watershed Health.
- Consolidate all the various salmon recovery reports into one consolidated report, to be known as the “State of Salmon” report. This also includes managing the process of developing the consolidated report.
- Monitor legislation and provide testimony on issues of importance to salmon or salmon recovery.
- Provide information and support to legislative staff and legislators on salmon recovery issues.
- Develop and monitor the GSRO budget, performance deliverables, and any contracts.

QUALIFICATIONS - The most successful candidate will have:

- Bachelor's degree in a natural resource related science.
- Knowledge skills and abilities to perform the duties described above.
- Experience managing or working in a natural resource science program.
- Experience advising agency executives and elected officials on complex policy, legal, and science issues.
- Demonstrated ability to lead task groups and diverse organizations.
- Demonstrated ability to manage complex statewide projects, including budget development, leading staff, developing timelines, and product delivery.
- Demonstrated ability to negotiate and secure cooperative agreements from diverse parties ranging from technical specialists, scientists, special interest parties, and elected officials.
- Demonstrated ability to understand and manage in an environment with complex policy, legal, and scientific issues
- Experience with salmon recovery and/or the recovery of other species listed under the federal Endangered Species Act.

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SPECIAL NOTE

Candidates must be willing and able to occasionally work in excess of 40 hours per week, travel frequently for short periods to include overnight stays.

Applicants must have a valid driver's license.

The RCO may hire only those who are legally authorized to work in the United States.

APPLICATION PROCESS --

To apply please submit the following materials to the e-mail below:

- Cover letter describing your interest and how you are qualified for this job.
- Resume with detailed employment history

E-mail application materials to: HR@rco.wa.gov
Subject line: **0909 GSRO WMS**

By submitting materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

The Recreation and Conservation Office is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial, and ethnic minorities, people with disabilities, people over 40 years of age, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities are encouraged to apply. People with disabilities needing this announcement in an alternative format or who need an accommodation in the application process may contact the recruiter directly at (360) 902-0352, TTY (360) 902-1996 or e-mail HR@rco.wa.gov.